

# **DESIGN REVIEW BOARD OF MONTEREY PARK AGENDA**

**REGULAR MEETING  
Monterey Park City Hall Council Chambers  
320 West Newmark Avenue**

**Tuesday  
September 18, 2018  
7:00 PM**

## **MISSION STATEMENT**

**The mission of the City of Monterey Park is to provide excellent services  
to enhance the quality of life for our entire community.**

Documents related to an Agenda item are available to the public in the Community and Economic Development Department – Planning Division located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours and the City's website at [www.montereypark.ca.gov](http://www.montereypark.ca.gov).

## **PUBLIC COMMENTS ON AGENDA ITEMS**

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Board Chair and Board Members may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call City Hall at (626) 307-1359 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

**CALL TO ORDER**            Chair

**ROLL CALL**                Elizabeth Yang, Gay Q. Yuen, Ivan Lam, and Tammy Sam

## **AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS**

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Commission's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

## **ORAL AND WRITTEN COMMUNICATIONS**

**[1.]    PRESENTATIONS - None**

**[2.]    CONSENT CALENDAR - None**

**2-A. APPROVAL OF MINUTES**

It is recommended that the Design Review Board:

- (1) Approve the minutes from the regular meetings of September 4, 2018; and
- (2) Take such additional, related, action that may be desirable.

**[3.] PUBLIC HEARING -**

**3-A. MASTER SIGN PROGRAM – 138 EAST GARVEY AVENUE – (DRB-18-11)**

The applicant, Lavender Fund of Signs Express Manufacturing Co., is requesting design review approval for a new Master Sign Program at 138 East Garvey Avenue in the C-B, P-D (Central Business, Planned Development) Zone.

California Environmental Quality Act (CEQA):

Pursuant to the California Environmental Quality Act (CEQA) guidelines, the project is Categorically Exempt under § 15311, Class 11(a) (On-premise Signs), in that the proposed project consists of a new Master Sign Program.

- (1) Opening the public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Approving the requested Design Review Board (DRB-18-11) application; and
- (5) Taking such additional, related, action that may be desirable.

**3-B. SINGLE-FAMILY RESIDENTIAL DWELLING ADDITION GREATER THAN 2,000 SQUARE FEET – 1901 BROCKWELL AVENUE (DRB-18-14)**

The applicant, Ngon Le, on behalf of the property owner, is requesting design review approval for a new 210 square foot first floor addition, 704 square foot second floor addition, and interior remodel to an existing single-family dwelling that will result in a total square footage greater than 2,000 square feet at 1901 Brockwell Avenue in the R-1 (Single- Family Residential) Zone.

California Environmental Quality Act (CEQA):

The project is categorically exempt under § 15301, Class 1 (Existing Facilities) (e) (1) Addition to an existing structure provided that the addition will not result in an increase of more than 2,500 square feet.

- (1) Opening the public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Approving the requested Design Review Board (DRB-18-14) application; and
- (5) Taking such additional, related, action that may be desirable.

**[5.] NEW BUSINESS**

**[4.] OLD BUSINESS**

**[6.] BOARD MEMBERS COMMUNICATIONS AND MATTERS**

**[7.] STAFF COMMUNICATIONS AND MATTERS**

**ADJOURN**

Next regular scheduled meeting on October 2, 2018.

APPROVED BY:

MICHAEL A. HUNTLEY	<i>At An</i>
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**UNOFFICIAL MINUTES  
MONTEREY PARK DESIGN REVIEW BOARD  
REGULAR MEETING  
September 4, 2018**

The Design Review Board of the City of Monterey Park held a regular meeting of the Board in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Tuesday, September 4, 2018 at 7:00 p.m.

**CALL TO ORDER:**

Chairperson Elizabeth Yang called the Design Review Board meeting to order at 7:00 p.m.

**ROLL CALL:**

Planner Tewasart called the roll:

Board Members Present: Chairperson Elizabeth Yang, Vice-Chair Gay Q. Yuen, Member Ivan Lam, and Member Tammy Sam

Board Members Absent: None

**ALSO PRESENT:** Samantha Tewasart, Senior Planner, Jeffrey Rimando, Assistant Planner

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS:** None

**ORAL AND WRITTEN COMMUNICATIONS:** None

**[1.] PRESENTATIONS:** None

**[2.] CONSENT CALENDAR:** None

**2-A APPROVAL OF MINUTES**

July 3, 2018 and August 7, 2018

**Action Taken:** The Design Review Board approved the minutes from the regular meeting of July 3, 2018 and August 7, 2018

**Motion:** Moved by Vice-Chair Yuen and seconded by Member Lam, motion carried by the following vote:

Ayes: Members: Yuen, Lam, and Sam

Noes: Members: None

Absent: Members: Yang

Abstain: Members: None

**[3.] PUBLIC HEARING:**

**3-A. SINGLE-FAMILY RESIDENTIAL DWELLING ADDITION GREATER THAN 2,000 SQUARE FEET – 516 SOUTH LINCOLN AVENUE (DRB-18-12)**

The applicant, Simon Liu, is requesting design review approval for a new 677 square foot first floor addition, 1,461 square foot second floor addition, and interior remodel to an existing single-family dwelling that will result in a total square footage greater than 2,000 square feet at 516 South Lincoln Avenue in the R-2 (Medium Density Residential) Zone.

**Action Taken:** The Design Review Board (1) opened the public hearing; (2) received documentary and testimonial evidence; (3) closed the public hearing; and (4) approved the requested Design Review Board (DRB-18-12) application, subject to conditions of approval as stated in the staff report.

**Motion:** Moved by Vice-Chair Yuen and seconded by Member Lam, motion carried by the following vote:

Ayes: Members: Yuen, Lam, and Sam  
Noes: Members: None  
Absent: Members: Yang  
Abstain: Members: None

**[4.] OLD BUSINESS:** None.

**[5.] NEW BUSINESS:** None.

**[6.] BOARD MEMBERS COMMUNICATIONS AND MATTERS:** None

**[7.] STAFF COMMUNICATIONS AND MATTERS:** None

**ADJOURNMENT:**

There being no further business for consideration, the Design Review Board meeting was adjourned at 7:15 p.m.

Next regular scheduled meeting on September 18, 2018 at 7:00 p.m. in the Council Chambers.

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Michael A. Huntley  
Director of Community and Economic Development



# Design Review Board Staff Report

**DATE:** September 18, 2018

**AGENDA ITEM NO:** 3-A

**TO:** Design Review Board  
**FROM:** Michael A. Huntley, Community and Economic Development Director  
**BY:** Samantha Tewasart, Senior Planner  
**SUBJECT:** New Master Sign Program – 138 East Garvey Avenue (DRB-18-11)

## **RECOMMENDATION:**

It is recommended that the Design Review Board consider:

- (1) Opening the public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Approve the requested Design Review Board (DRB-18-11) application, subject to conditions of approval contained therein; and
- (5) Take such additional, related, action that may be desirable.

## **CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

The Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15301 as a Class 1 categorical exemption (Existing Facilities) and § 15311 as a Class 11(a) categorical exemption (Accessory Structures) in that the project consists of a Master Sign Program and installation of wall signs on an existing one-story commercial building.

## **EXECUTIVE SUMMARY:**

The applicant, Lavender Fung of Signs Express Manufacturing Co., on behalf of the property owner Good Harvest LLC, is requesting design review approval for a new Master Sign Program ("MSP") for an existing multi-unit commercial building at 138 East Garvey Avenue. The subject property is located at the south side of East Garvey Avenue, between North Garfield Avenue and North Lincoln Avenue. The proposed MSP is designed to encourage signs, which are integrated with and harmonious in size, design, style, material and appearance to the commercial building. The applicant's request meets the zoning requirements and is consistent with other signage in the surrounding area.

## **Property Description**

The property is zoned C-B, P-D (Central Business, Planned Development) and designated MU-I (Mixed-Use I) in the General Plan. The lot is relatively flat, has a lot area of approximately 12,524 square feet in size and is rectangular-shaped. Located to the north of the property is Garvey Avenue, west is a vacant dirt lot, east are multi-unit

commercial buildings, and south is a hotel. The property is currently developed with a one-story, 5-unit commercial building and two at-grade parking spaces at the rear. The property is accessible from South Lincoln Avenue and South Garfield Avenue.

### Background

According to Monterey Park Municipal Code (MPMC) § 21.24.580, a MSP is required for any new or existing commercial project with three or more units. The MSP must address the size, location, number, and design of all proposed signs, but need not show the actual sign copy. In 1992, the Design Review Board, at the time, approved a MSP for the subject property, which is attached for reference. The existing MSP is 26 years old and the amount of proposed changes is considerable enough to require a repeal of the existing MSP and approval of a new MSP. The new MSP will address the types of signage permitted for the building. Specific criteria for a primary wall sign and window signage are included within sections A and C and the exhibits of the MSP (Exhibit B).

### Master Sign Program Criteria

#### Wall Signs:

The new Master Sign Program allows for wall signs comprised of internally illuminated channel letters with 1/8-inch acrylic faces, 4-inch maximum aluminum black returns, and 3/4-inch trim caps in black. Primary wall signs will be permitted to have a maximum sign area of one square foot per lineal foot of the business frontage with a maximum width of no more than 80 percent of the business frontage. Secondary wall sign criteria is not included as part of the MSP. The maximum sign areas are consistent with the maximum sign area allowed by the Monterey Park Municipal Code (MPMC) sign regulations. The MSP will allow for a single row of text and logo for each tenant sign with a minimum height of 12-inches up to 18-inches maximum.

The sign faces will be an acrylic material and are limited to two colors of red, green, black and white, or established corporate colors, subject to the approval of the landlord. The MSP criteria indicates that signs are limited to first story signage and will be located no higher than 15 feet measured from the ground floor to the top of the signs. The sign specifications including the size, location, number, and design for each unit are further illustrated in the master sign program.

#### Window signs:

Window signs are permitted for all the tenant spaces that have window frontages. The maximum window sign area for tenant spaces located on the first floor is limited to 20 percent of the total frontage glass area.

#### Banners:

Banners will be permitted as temporary signage only and allowed per the City of Monterey Park Municipal Code (MPMC) § 21.24 Sign Regulations, and subject to Planning Division review approval.

According to MPMC § 21.24.600, to approve a master sign plan, the Design Review Board must make the following findings:

- (A) The master sign plan complies with the purpose of the signage chapter, including the sign design guidelines;

The proposed master sign plan complies with the purpose of the signage chapter because it encourages the effective use of the signs as a means of communication in the City. The master sign plan also encourages signs that are integrated with and harmonious in size, design, style, material, and appearance to the buildings and sites, which they are occupy and surround. Lastly, the master sign plan will enable the fair and consistent enforcement of these sign restrictions.

- (B) Proposed signs enhance the overall development and are in harmony with other signs included in the plan with the structures they identify and with surrounding development;

The proposed master sign program criteria and signs will enhance the overall development and are in harmony with other signs included the master sign plan.

- (C) The master sign plan contains provisions to accommodate future revisions that may be required because of changes in use or tenants;

The proposed master sign plan contains provisions to accommodate further revisions that may be required because of changes in use or tenants.

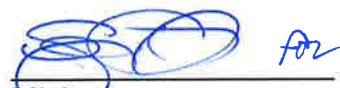
- (D) The master sign plan complies with the standards of the signage chapter, except that flexibility is allowed with regard to sign area, number, location, and/or height to the extent that the master sign plan will enhance the overall development, achieve superior quality design, and will more fully accomplish the purposes of this chapter.

The proposed master sign program complies with the standards of the Monterey Park Municipal Code (MPMC) § 21.24 Sign Regulations chapter because the sign plan follows the criteria set in the signage chapter.

### **CONCLUSION:**

Staff reviewed the application and believes the proposed master sign program is appropriately designed for the site, compatible with the signs from the surrounding commercial properties, with the recommended conditions.

Respectfully submitted,



Michael A. Huntley  
Community and Economic Development Director



**Attachments:**

Attachment 1: Conditions of Approval

Attachment 2: Master Sign Program

# ATTACHMENT 1

Conditions of Approval

**CONDITIONS OF APPROVAL:**

1. All work performed must be in substantial conformance with the Master Sign Program date-stamped September 4, 2018 unless changed by any of the succeeding conditions. Future modifications that are not in substantial conformance, as determined by the Planner, shall require modification of this approval subject to the provisions of Monterey Park Municipal Code (MPMC) § 21.36.120.
2. Quality of all finished work must be per planner's approval before approval from Planning on building permit final.
3. All buildings or structures on the property must remain free of graffiti. Failure of the property owner to remove any graffiti, upon 24 hours written notice by the City, must authorize the City to remove or mask said graffiti at the cost of the property owner.
4. The property must be kept free of trash and debris at all times.
5. The applicant/property owner must sign and have notarized an affidavit acknowledging acceptance of the conditions of approval and return it to the Planning Division within 30 days of the effective date of this approval, or prior to the issuance of Planning's stamp of approval for building permit.
6. This design approval for a new Master Sign Program is not an approval of building permits, which must be applied for separately with the Building Division.
7. All signs, together with all of their supports, braces, guys and anchors, shall be kept in good repair and in proper state of preservation. The display surfaces of all signs shall be kept neatly posted at all times. The sign faces must be re-paired at any sign of chipping or fading.
8. When the use is discontinued, the business owner and/or property owner must remove all signage and repair/repaint any affected surfaces within 30 days.
9. A complete copy of these conditions, as approved, shall be listed on the second sheet of plans submitted for a building permit pertaining to this project.
10. All conditions of this approval shall be complied with prior to issuance of Planning Division's final approval for building permits.
11. Decision by the Board will be finalized 10 days after the date of the meeting. Appeal of the Board's decision must be submitted on appropriate forms to the City Clerk prior to midnight of the fifteenth day. After the 10 days are barring an appeal, you may submit your plans for approval and apply for permits.
12. A sign plan drawn to scale must be submitted to the Planning Division for any new signage on the building. New signs must meet the specified criteria of the Master Sign Program to allow for design compatibility with existing signage, subject to the review and approval of the Planner. All wall signs must be centered horizontally and vertically along the sign band area.

13. Signs may not be supported with exposed conduits, bracing, angle iron, guy wires, cables, or similar materials.
14. Address letters, numbers, location, and size are subject to the review and approval of the Building and Safety Division and Fire Department.

# ATTACHMENT 2

Master Sign Program

commercial buildings, and south is a hotel. The property is currently developed with a one-story, 5-unit commercial building and two at-grade parking spaces at the rear. The property is accessible from South Lincoln Avenue and South Garfield Avenue.

### Background

According to Monterey Park Municipal Code (MPMC) § 21.24.580, a MSP is required for any new or existing commercial project with three or more units. The MSP must address the size, location, number, and design of all proposed signs, but need not show the actual sign copy. In 1992, the Design Review Board, at the time, approved a MSP for the subject property, which is attached for reference. The existing MSP is 26 years old and the amount of proposed changes is considerable enough to require a repeal of the existing MSP and approval of a new MSP. The new MSP will address the types of signage permitted for the building. Specific criteria for a primary wall sign and window signage are included within sections A and C and the exhibits of the MSP (Exhibit B).

### Master Sign Program Criteria

#### Wall Signs:

The new Master Sign Program allows for wall signs comprised of internally illuminated channel letters with 1/8-inch acrylic faces, 4-inch maximum aluminum black returns, and 3/4-inch trim caps in black. Primary wall signs will be permitted to have a maximum sign area of one square foot per lineal foot of the business frontage with a maximum width of no more than 80 percent of the business frontage. Secondary wall sign criteria is not included as part of the MSP. The maximum sign areas are consistent with the maximum sign area allowed by the Monterey Park Municipal Code (MPMC) sign regulations. The MSP will allow for a single row of text and logo for each tenant sign with a minimum height of 12-inches up to 18-inches maximum.

The sign faces will be an acrylic material and are limited to two colors of red, green, black and white, or established corporate colors, subject to the approval of the landlord. The MSP criteria indicates that signs are limited to first story signage and will be located no higher than 15 feet measured from the ground floor to the top of the signs. The sign specifications including the size, location, number, and design for each unit are further illustrated in the master sign program.

#### Window signs:

Window signs are permitted for all the tenant spaces that have window frontages. The maximum window sign area for tenant spaces located on the first floor is limited to 20 percent of the total frontage glass area.

#### Banners:

Banners will be permitted as temporary signage only and allowed per the City of Monterey Park Municipal Code (MPMC) § 21.24 Sign Regulations, and subject to Planning Division review approval.



# Design Review Board Staff Report

**DATE:** September 18, 2018

**AGENDA ITEM NO:** 3-B

**TO:** Design Review Board

**FROM:** Michael A. Huntley, Community and Economic Development Director

**BY:** Jeffrey Rimando, Assistant Planner

**SUBJECT:** Addition to single-family residential dwelling greater than 2,000 square feet – 1901 Brockwell Avenue (DRB-18-14)

## **RECOMMENDATION:**

It is recommended that the Design Review Board consider:

- (1) Opening the public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Approve the requested Design Review Board (DRB-18-14) application, subject to conditions of approval contained therein; and
- (5) Take such additional, related, action that may be desirable.

## **CEQA (California Environmental Quality Act):**

Pursuant to the California Environmental Quality Act (CEQA) guidelines, the project is categorically exempt under § 15301, Class 1 (Existing Facilities) (e) (1) Addition to an existing structure provided that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition.

## **EXECUTIVE SUMMARY:**

The applicant, Ngon Le, on behalf of the property owner, is requesting design review approval for an addition to an existing single-family dwelling that will result in a total square footage greater than 2,000 square feet at 1901 Brockwell Avenue. The property is zoned R-1 (Low Density Residential) and is designated LDR (Low Density Residential) in the General Plan.

## **Property Description**

The property is located on the west side of Brockwell Avenue, five lots north of West Elmgate Street. The lot is 5,900 square feet in size and is currently developed with a 1,506 square foot single-story single-family residential dwelling with a detached 2-car garage.

The surrounding properties located to the north, south, east and west are zoned R-1 and developed with single-family residential dwellings. The subject and adjacent properties are on a hillside and relatively flat. The design and character of the surrounding residential dwellings have a mid-century architectural style consisting of single and two-story dwellings with attached and detached 2-car garages, and a mixture of hip and gable roof designs built in the early 1950's.

### Project Description

The applicant is proposing a new 210 square foot first floor addition, 704 square foot second floor addition, and interior remodel of the existing dwelling. The total living area will be 2,420 square feet. Based on the lot area of 5,900 square feet, the maximum living area that can be built is 2,950 square feet. The proposed square footage will be 530 square feet less than the maximum square footage allowed. The building height of the dwelling will be 21 feet 11 inches. The R-1 zone allows for a maximum building height of 30 feet. The proposed addition will meet the required side setbacks of 5 feet for the first floor, 10 feet for the second floor, and 25 feet from the front and rear property lines.

The existing and renovated first floor area will include a living room, dining area, kitchen, 3 bedrooms and 2 bathrooms. The second floor addition includes 1 bedroom, 1 bathroom, and an entertainment room. Based on the total number of bedrooms, the existing 2-car garage meets the required parking for the single-family dwelling.

### Architecture

The existing house was built in 1950 and has a mid-century architectural style with a hip roof and stucco covered exterior walls. The proposed architectural style is contemporary. The new addition and existing exterior walls will have white sand-finish stucco (Omega Product: 423 Milky Quartz). The windows will be dual-pane, sliding vinyl windows (Milgard: Sliding Window, White).

The new roof will have a hip roof design that is consistent with the hip roof design of the existing dwelling. The roof will have dark black asphalt shingles (CertainTeed: Asphalt Shingles, Onyx Black). The roof eave fascia boards will be painted white (Behr: Silky White PPU7-12<sup>U</sup>). The rain gutters and downspouts will be aluminum painted white (Behr: Silky White PPU7-12<sup>U</sup>).

### Landscaping

As part of the new construction of the single-family residential dwelling, the existing landscaping will remain unaltered. The landscaping consists of a mixture of sod, rosebuds and potted plants in the front yard. Staff believes that the proposed contemporary architectural style with the existing landscaping areas is in keeping with the residential character of the area.

### CONCLUSION:



Staff reviewed the application and believes the proposed the first and second floor addition and exterior remodel of the dwelling are appropriately designed for the site and compatible with the surrounding residential neighborhood, with the recommended conditions. The proposed contemporary architectural style fits within the character of the neighborhood.

Respectfully submitted,



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Michael A. Huntley  
Community and Economic Development Director

Attachments:

- Attachment 1: Conditions of Approval
- Attachment 2: Site, floor, and elevation plans
- Attachment 3: Color elevations
- Attachment 4: Existing site photographs

# ATTACHMENT 1

Conditions of Approval

**CONDITIONS OF APPROVAL:**

1. All work performed must be in substantial conformance with the plans date-stamped August 14, 2018, unless changed by any of the succeeding conditions. Future modifications that are not in substantial conformance, as determined by the Planner, shall require modification of this approval subject to the provisions of MPMC § 21.36.120.
2. Quality of all finished work shall be per planner's approval before approval from Planning on building permit final.
3. The property must be kept free of trash and debris at all times.
4. The applicant/property owner must sign and have notarized an affidavit acknowledging acceptance of the conditions of approval and return it to the Planning Division within 30 days of the effective date of this approval, or prior to the issuance of Planning's stamp of approval for building permit.
5. This approval is for a new 914 square foot addition and exterior remodel of the existing single-family dwelling with an attached two-car garage (case no. DRB-18-14), and is not an approval of building permits, which must be applied for separately with the Building Division.
6. A complete copy of these conditions, as approved, shall be listed on the second sheet of plans submitted for a building permit pertaining to this project.
7. All conditions of this approval must be complied with prior to issuance of Planning Division's final approval for building permits.
8. Decision by the Board will be finalized 10 days after the date of the meeting. Appeal of the Board's decision must be submitted on appropriate forms to the City Clerk prior to midnight of the tenth day. After the ten days are barring an appeal, you may submit your plans for approval and apply for permits.
9. All landscaped areas and existing irrigation system must be properly maintained at all times.

# ATTACHMENT 2

Site, floor, and elevation plans

# ATTACHMENT 3

Color Elevations

# ATTACHMENT 4

Site photographs